

SAM – INFORMATION TECHNOLOGY
General Procurement Procedures: Procurement of Goods and Services

RESPONSIBILITIES AND AUTHORITY

5200.5

(Revised 09/2018)

The Department of Finance ([Finance](#)) is responsible for review and approval of funding related to IT project proposals.

Pursuant to Public Contract Code (PCC) 12100(g), the Department of General Services (DGS) has statutory authority in the determination of IT procurement procedures for the purchase of IT goods and services that are;

- 1) Not related to IT projects
- 2) Related to delegated IT projects
- 3) Related to non-delegated IT projects that the California Department of Technology (Department of Technology) has authorized to be conducted by Agencies/state entities under acquisition authority granted by DGS.

These procedures apply to acquisitions conducted by DGS' Procurement Division (PD) and by Agencies/state entities under acquisition authority granted by DGS.

Pursuant to Public Contract Code section [12104](#)(a), the DGS/PD has published procurement procedures in the State Contracting Manual ([SCM](#)). The DGS/PD, Office of Policies, Procedures and Legislation ([OPPL](#)), is the entity responsible for the maintenance of the SCM.

Pursuant to Public Contract Code (PCC) 12102.2(e), the DGS has statutory authority, in consultation with the Department of Technology, to delegate IT purchasing authority to those Agencies/state entities demonstrating the capability to make purchases that adhere to state statutes, regulations, policies, and DGS procedures. Procedures for granting purchasing authority to Agencies/state entities are described in the SCM. The DGS will consult with the Department of Technology when granting purchasing authority to a new Agency/state entity and when granting a general increase to IT purchasing authority (i.e. when a state agency moves from one Tier to another Tier). DGS may consult with the Department of Technology for transaction-based requests to increase purchasing authority (i.e. one-time increases in purchasing authority for specific acquisitions).

Pursuant to Public Contract Code (PCC) 12100(c), the Department of Technology has statutory authority in the determination of IT procurement policy for all IT acquisitions.

Pursuant to Public Contract Code (PCC) 12100(d), the Department of Technology has statutory authority in the determination of IT procurement procedures for the purchase of IT goods and services related to IT projects when the acquisitions are conducted by the Department of Technology. The Office Statewide of Project Delivery was established within the Department of Technology to provide oversight, guidance, and direction to Agencies/state entities in all aspects of non-delegated IT project procurements, including maintenance and operation procurements associated with new or previously approved non-delegated IT Projects. Agencies/state entities must obtain required approval as appropriate before an IT procurement cycle commences.